

# TASK BOOK FOR THE POSTION OF

# ACTING CAPTAIN



| Task Book Assigned To:            |                     |              |
|-----------------------------------|---------------------|--------------|
|                                   |                     |              |
| <i>Name</i>                       | <i>Duty Station</i> | <i>Title</i> |
| Task Book Initiated By:           |                     |              |
|                                   |                     |              |
| <i>Officer's Name</i>             | <i>Duty Station</i> | <i>Title</i> |
| Date That Task Book Was Initiated |                     |              |
|                                   |                     |              |

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.*

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF**

**Acting Captain**

**FINAL EVALUATOR'S VERIFICATION**

*I verify that all tasks have been performed and are complete with signatures. I also verify that*

\_\_\_\_\_

has performed as a candidate and should therefore be considered for certification in this position.

\_\_\_\_\_

Immediate Captain Signature and Date

\_\_\_\_\_

Immediate Captain Printed Name and Title

**Agency Certification:**

I certify that

\_\_\_\_\_

has met all requirements for qualification in this position and that such qualification have been issued.

\_\_\_\_\_

Certifying Official's Signature and Date

\_\_\_\_\_

Certifying Official's Name, Title, and Duty Station

# SPRINGDALE FIRE DEPARTMENT

## Acting Captain Certification Program

### Task book – Examiners Evaluation Record

|    | Task   | Reference                                      | Code | Evaluator Comments | Evaluator<br>Initial And<br>Date Upon<br>Task<br>Completion |
|----|--|--|------|--------------------|---|
|    | <b>Prerequisites</b>   |  |      |                    |   |
| 1. | Successful completion of Probationary Program  | SFD Training Policy                            | O    |                    |   |
| 2. | Successful completion of Driver Operator Program   |  |      |                    |   |
|    | <b>Orientation Interview:</b><br>Conducted by Training BC with Candidate and Candidates Captain. Reviews process, expectations, confirms prerequisites are met and issues Relief Captain Task book   | NFPA 1021,<br>IFSTA<br>Company Officer<br>ACTB |      |                    |   |
|    | <b>Education:</b><br>SFD course requirements may be completed after meeting all other requirements at the discretion of the Training BC. Acting Captain Certification will be given when all SFD Fire Officer Completion Certificates are presented to the Training Division |  | O    |                    |   |
| 3. | <b>AFA Courses:</b>  | AFA  | O    |                    |   |
|    | Officer I  |  |      |                    |   |
|    | Instructor I   |  |      |                    |   |
|    | Leadership I   |  |      |                    |   |
|    | Leadership II  |  |      |                    |   |
|    | Leadership III   |  |      |                    |   |
|    | Inspector I  |  |      |                    |   |
|    | Driver Operator  |  |      |                    |   |
|    |  |  |      |                    |   |

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|    | <b>FEMA Courses:</b>   | FEMA      |           |                       |   |
|    | NIMS 100   |           | <b>O</b>  |                       |   |
|    | NIMS 200   |           | <b>O</b>  |                       |   |
|    | NIMS 700   |           | <b>O</b>  |                       |   |
|    | NIMS 800   |           | <b>O</b>  |                       |   |
|    | <b>Reading List:</b>   |           |           |                       |   |
|    | Fire Officer's Handbook of Tactics, 3 <sup>rd</sup> edition                |           | <b>O</b>  |                       |   |
|    | Street Smart Firefighting  |           | <b>O</b>  |                       |   |
|    | IFSTA Fire and Emergency Services Company Officer, 4 <sup>th</sup> Edition |           | <b>O</b>  |                       |   |
| 4. | IFSTA Fire Inspection and Code Enforcement, 7 <sup>th</sup> Edition        |           | <b>O</b>  |                       |   |
|    | IFSTA Fire and Emergency Services Instructor, 7 <sup>th</sup> edition      |           | <b>O</b>  |                       |   |
|    | IFSTA Pumping Apparatus Driver/Operator Handbook, 2 <sup>nd</sup> edition  |           | <b>O</b>  |                       |   |
|    | IFSTA Aerial Apparatus Driver Operator, 1 <sup>st</sup> edition            |           | <b>O</b>  |                       |   |
|    | Essentials of Fire Department Customer Service                             |           | <b>O</b>  |                       |   |

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|----|--|-------------------------------------|-----------|-----------------------|--|
|    | <b>Human Resources Management</b>  | NFPA 1021<br>Sec.<br>#4.2, 5.2, 6.2 |           |                       |  |
| 5. | Complete “Reaching for Stellar Service” Class if available   |                                     | O         |                       |  |
| 6. | Project Development<br>Design and implement a <b>departmental project or program</b> that enhances the Springdale Fire Department. The assignment should benefit the department, and the results should be measurable. Examples: Pumping Manual, Updating two S.F.D. S.O.P.’s, etc. This project will be identified by the candidates Captain and approved by Training B/C |                                     | O         |                       |  |
| 7. | Under guidance of shift captain manage a <b>shift project</b> utilizing personnel from the shift. Project identified by Captain and approved by Training B/C. <i>This is a different project than item assigned in prior task</i>  |                                     | O         |                       |  |


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|      | <b>Human Resources Management</b>  |   |  |                    |   |
| 8.   | <p>Perform Functions of Engine Company Captain:<br/>Under guidance of shift captain, duties to be performed for 10 shifts</p> <ul style="list-style-type: none"> <li>Evaluate Crew Readiness</li> <li>Create and organize daily Calendar</li> <li>Assign daily duties amongst personnel</li> <li>Coordinate activities of personnel</li> <li>Keep all personnel informed of daily activities</li> <li>Conduct or Coordinate Training Activities as necessary</li> </ul> <p>Under guidance of shift Captain perform the duties and responsibilities of an Engine Captain for ten shifts. (240 hours) A “shift” is 24 hours, from 0800 – 0800 hours. This involves responding to all alarms and incidents and completing all appropriate incident reports, documentation etc.<br/>(Number of shifts may be extended due to low volume of alarm incidents or as needed for experience.) This will be monitored, overseen and approved by the candidates Captain and Shift Battalion Chief</p> | <p>NFPA 1021<br/>Sec. 4.2<br/>IFSTA Co.<br/>Officer, Ch.<br/>13</p> | <p><b>I</b></p>   |                    |   |
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|------|--|--|----------|--------------------|--|
| 9.   | Demonstrate knowledge of the SFD Public Education programs and process. Include the Company level participation, how to schedule etc.                      | NFPA 1021<br>Sec. 4.3<br>IFSTA Co.<br>Officer, Ch. 15          | <b>O</b> |                    |  |
| 10.  | Demonstrate the ability to handle citizen concerns, public inquiries and issues  | NFPA 1021<br>Sec. 4.3<br>IFSTA Co. Officer,<br>Ch. 15          | <b>O</b> |                    |  |
| 11.  | Demonstrate knowledge of: <ul style="list-style-type: none"> <li>Human Relations,</li> <li>Conflict Resolution</li> <li>Coaching and Counseling</li> </ul> | NFPA 1021<br>Sec. 4.3<br>IFSTA Co.<br>Officer, Chs. 13<br>& 26 | <b>O</b> |                    |  |
|      | <b>Administrative</b>  |  |          |                    |  |
| 12.  | Demonstrate the knowledge, skills and abilities to enter Company Training Records and send Monthly Training Report   | NFPA 1021<br>SFD Policy  | <b>F</b> |                    |  |
| 13.  | Attend one Captains Meeting (Have BC initial task completion)  |  | <b>F</b> |                    |  |
| 14.  | Demonstrate the knowledge, skills and abilities to accurately enter NFIRS reports  | IFSTA Co.<br>Officer, Ch. 16<br>SFD Policy                     | <b>O</b> |                    |  |
| 15.  | Demonstrate the knowledge, skills and abilities to accurately maintain Company Daily Activities in Firehouse   |  | <b>O</b> |                    |  |
| 16.  | Demonstrate the knowledge, skills and abilities to accurately complete an EMS PCR  | SFD Policy   | <b>O</b> |                    |  |

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|-----|---|------------|----------|--------------------|--|
|     | <b>Inspection and Investigation</b>   | SFD Policy |          |                    |  |
| 17. | <b>Annual Knox Box and Sprinkler Riser Inspections:</b><br>Complete a portion of immediate Captain's Fire Prevention inspections from beginning to end. This task will be assigned and monitored by the Captain in charge. <ul style="list-style-type: none"> <li>• Schedule inspection</li> <li>• Obtain Rep's name and information</li> <li>• Check the building keys</li> <li>• Inspect fire sprinkler system</li> <li>• Enter information and submit forms</li> </ul> |            | <b>F</b> |                    |  |
| 18. | <b>Hydrant Maintenance:</b><br>Complete a portion of the district hydrant maintenance from beginning to end. This task will be assigned and monitored by the Captain in charge. <ul style="list-style-type: none"> <li>• Hydrant Visibility</li> <li>• Hydrant Operation</li> <li>• Problem Hydrants</li> <li>• Safety</li> </ul>   |            | <b>F</b> |                    |  |

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|     | <b>Inspection and Investigation</b>   |   |          |                    |  |
| 19. | Perform a pre-plan inspection of a building. Monitored and approved by the candidate's captain.   | NFPA 1021<br>IFSTA Co. Officer,<br>Ch.17                                      | <b>F</b> |                    |  |
| 20. | Demonstrate the knowledge, skills and abilities to determine: <ul style="list-style-type: none"> <li>Preliminary cause and origin of a fire</li> <li>Interviewing witnesses and first-arriving members</li> <li>Securing the scene</li> <li>Preserving evidence</li> <li>Polices and Procedures relating to requesting a Fire Investigator</li> </ul> | NFPA 1021<br>IFSTA Co. Officer<br>Ch. 29<br>SFD Policies                      | <b>O</b> |                    |  |
|     | <b>Instructor:</b><br>Conduct training for two company drills (This involves leading and instructing during drills.)  | NFPA 1021<br>Sec. 4.1<br>IFSTA Co. Officer<br>Chs. 7 & 12, Fire<br>Instructor |          |                    |  |
| 21. | One Single company drill  |   | <b>O</b> |                    |  |
| 22. | One Multi Company drill   |   |          |                    |  |

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|-----|--|---|----------|--------------------|--|
|     | <b>Radio and Computer Communications</b>   |   |          |                    |  |
| 23. | Demonstrate correct communication procedures using mobile and portable radios when responding to the following: <ul style="list-style-type: none"> <li>SFD Communications policies for dispatch, assignments, tactical channels, and benchmark phrases</li> <li>Mutual and Automatic Aid Policies and Procedures</li> <li>Operation and Channel Plans of: <ul style="list-style-type: none"> <li>Hospital and Trauma Radios</li> <li>FFD Radios</li> <li>Airport Radios</li> </ul> </li> </ul> | SFD Comm. Policies<br>SFD Dispatch Policies | <b>O</b> |                    |  |
| 24. | Demonstrate the knowledge and ability to utilize RIT and MAYDAY Policies, Radio Emergency Activation button.   | SFD Policy                                  | <b>O</b> |                    |  |

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|-----|---|--|------|--------------------|---|
|     | <b>Emergency Operations/<br/>Strategy and Tactics:<br/>Simulator Training</b><br>The candidate will Demonstrate the knowledge, skills and abilities necessary to function in a variety of fire and emergency scenarios, utilizing the Incident Command System (ICS), (Including but not limited to the following :) | NFPA Sec. 4.6<br>. Officer Ch.<br>18 - 21,<br>SFD<br>Operational<br>Policies | O    |                    |   |
| 25. | Demonstrate the knowledge, skills and abilities to initiate the Incident Command System (ICS), and work within the ICS  |  |      |                    |   |
| 26. | Demonstrate the knowledge, skills and abilities to control, confine and extinguish structure fires in the following types of structures:  |  | O    |                    |   |
| 27. | Single Family Residential   |  |      |                    |   |
| 28. | Multi Family Residential  |  |      |                    |   |
| 29. | Apartment or Condominium complexes  |  |      |                    |   |
| 30. | Duplex or Town home complexes   |  |      |                    |   |
| 31. | Business/Industrial complexes   |  |      |                    |   |
| 32. | High Rise buildings   |  |      |                    |   |
| 33. | Buildings under construction  |  |      |                    |   |
| 34. | Demonstrate the ability to function in a Command Role during structural firefighting operations involving Strip Malls   |  |      |                    |   |

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|     | <b>Emergency Operations/<br/>Strategy and Tactics continued</b>   |   |          |                    |   |
| 35. | Demonstrate the knowledge, skills and abilities to initiate command and initial priorities of a Hazardous Materials/WMD incident  |   |          |                    |   |
| 36. | Demonstrate the knowledge, skills and abilities necessary to function in a command role for the rescue, control, confinement and extinguishment of Wild land and/or Wild land/Urban Interface Fires |   |          |                    |   |
| 37. | Demonstrate the knowledge, skills and abilities necessary to function in a command role to manage and extinguish a flammable liquid or gasoline fires   | NFPA Sec. 4.6<br>IFSTA Co.<br>Officer Ch.<br>18 - 21,<br>SFD<br>Operational<br>Policies | <b>O</b> |                    |   |
| 38. | Demonstrate the knowledge, skills and abilities necessary to function in a command role to manage and extinguish a vehicle fire   |   |          |                    |   |
| 39. | Demonstrate the knowledge, skills and abilities necessary to function in a command role to manage and extinguish a Trash/Rubbish, Dumpster, mail box and/or metal fire                              |   |          |                    |   |
| 40. | Demonstrate the knowledge, skills and abilities to manage command and execute vehicle extrications and physical rescues   |   |          |                    |   |
|     |   |   |          |                    |   |

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|     | <b>Emergency Operations/<br/>Strategy and Tactics continued</b>   |   |          |                    |   |
| 41. | Demonstrate the knowledge, skills and abilities to initiate command and initial priorities of a USAR response                   | NFPA Sec. 4.6<br>IFSTA Co.<br>Officer Ch.<br>18 - 21,<br>SFD<br>Operational<br>Policies | <b>O</b> |                    |   |
| 42. | Demonstrate the knowledge, skills and abilities to initiate command and initial priorities during a Multiple Casualty Incidents |   |          |                    |   |
| 43. | Describe the components of Initial Size-Up and give examples of how they would be used on an emergency incident                 |   |          |                    |   |
| 44. | Define the seven tactical priorities identified by RECEO VS   | IFSTA Co.<br>Officer Ch 20  |          |                    |   |
| 45. | Demonstrate a working knowledge of the NWCG Incident Response Pocket Guide  | NWCG Incident<br>Response<br>Pocket Guide   |          |                    |   |
| 46. | Demonstrate a working knowledge of the D.O.T. E.R.G.  | DOT ERG   |          |                    |   |
| 47. | Demonstrate a working knowledge of Pre-Assigned Tasks   | SFD Policies  |          |                    |   |
| 48. | Demonstrate a working knowledge of Roadway Operations   | SFD Policies  |          |                    |   |

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|-----|--|---|-------------|---------------------------|--|
|     | <b>Emergency Operations/<br/>Strategy and Tactics continued</b>  |   |             |                           |  |
| 49. | Demonstrate a working knowledge of Natural Gas and Liquefied Petroleum Gas   | SFD Policies  |             |                           |  |
| 50. | Demonstrate a working knowledge of the City Airport Emergency Plan   | SFD Policies  |             |                           |  |
|     | <b>Health and Safety</b>   |   |             |                           |  |
| 51. | Demonstrate knowledge of procedures and proper forms to be completed for the following: <ul style="list-style-type: none"> <li>On-duty injury</li> <li>Vehicle accident involving a city vehicle</li> <li>Employee exposure to hazardous material or blood borne pathogen</li> </ul> | NFPA #1500 and #1021<br>IFSTA Co.<br>Officer Ch. 10<br>SFD Policy<br>Springdale City Policy | <b>O</b>    |                           |  |
| 52. | Discuss and Demonstrate knowledge of the appropriate levels of PPE's that are to be worn by personnel on emergency incidents   | SFD Policy  | <b>O</b>    |                           |  |

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Task book – Examiners Evaluation Record

## Training Division Final Evaluation

|     | Task   | Reference  | Code     | Evaluator Comments | Evaluator<br>Initial And Date<br>Upon Task<br>Completion |
|-----|--|--|----------|--------------------|--|
| 53. | <b>Written Evaluation</b>  |  |          |                    |  |
|     | <b>Final Manipulative Evaluation</b><br>(Administered by Training B.C. or his designee) At the discretion of the Training B.C. the candidate will demonstrate any or all of the following skills:  |  | <b>O</b> |                    |  |
|     | <b>Strategy and Tactics</b>  |  |          |                    |  |
| 54. | Simulation: <ul style="list-style-type: none"> <li>Conducted by candidate's Battalion Chief and two captains.</li> <li>Candidate will be evaluated by using the simulation grade sheet.</li> <li>Candidate will go through two command scenarios and one management scenario.</li> <li>Command scenarios will involve two of the following: brush fire, structure fire, hazardous materials incident and/or high rise incident.</li> <li>The management scenario will involve one of the following:</li> <li>Interaction between employee's or interaction with management or interaction with public</li> </ul> | NFPA Sec.<br>4.6<br>IFSTA Co.<br>Officer Ch.<br>18 - 21,<br>SFD<br>Operational<br>Policies | <b>O</b> |                    |  |

|      |    |   |  |
|------|----|---|--|
| Code | O  | = | Task can be completed in any situation (classroom, simulation, daily job, etc.)  |
| Code | I  | = | Task must be performed on an incident  |
| Code | F  | = | Task must be performed in the field  |
| Code | /R | = | Rare event- the evaluation may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through simulation. |
| Code |    | = | Highlighted statements must be demonstrated before task can be signed off.   |
| Code |    | = | Tasks pertaining to tactical decision making and safety. Require a position performance on an incident.  |

Issued to:

# SPRINGDALE FIRE DEPARTMENT

Acting Captain Certification Program

Task book – Examiners Evaluation Record

## Training Division Final Evaluation

|     | Task  | Reference   | Code     | Evaluator Comments | Evaluator<br>Initial And Date<br>Upon Task<br>Completion |
|-----|---|---|----------|--------------------|--|
|     | <b>Oral Interview</b>   |   |          |                    |  |
| 55. | <p>To be taken at completion of task booklet.<br/>To prepare for the oral interview the Candidate will need to be well versed in all areas of a captain's duties and responsibilities.</p> <p>The Candidate must also have extensive knowledge in the following:</p> <ul style="list-style-type: none"> <li>• Springdale Fire Department Policy and Procedures</li> <li>• Springdale Personnel Manual</li> <li>• Civil Service Manual</li> <li>• Personnel Staffing Procedures</li> <li>• Alarm Responses</li> <li>• Pre Assigned Tasks</li> <li>• Mutual Aid Plan</li> </ul> | <p>NFPA 1021<br/>IFSTA Co.<br/>Officer<br/>SFD Policies<br/>City of<br/>Springdale<br/>Personnel and<br/>Procedures<br/>Manual<br/>Civil Service<br/>Manual</p> | <b>O</b> |                    |  |

|      |    |   |  |
|------|----|---|--|
| Code | O  | = | Task can be completed in any situation (classroom, simulation, daily job, etc.)  |
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